

From: Bell, Jennifer C. DPI
Sent: Monday, May 15, 2017 1:08 PM
To: DACs, High School Principals, ACT test Coordinators
Subject: ACT Statewide Testing Updates

Dear educators,

Thank you for all your work administering the ACT Aspire assessment. The Aspire testing window is open through May 26. A couple of helpful hints for Aspire:

- (1) Please take note that when setting up test sessions, the portal defaults to a 2-week testing window. Please edit this field to end sessions on May 26. See instructions below.
- (2) The portal will automatically close test sessions 24 hours after the indicated end date for that session. For this reason, you want your end date to match the end of the Wisconsin testing window or a date you are certain testing will be completed.

Also, **please remember the deadline for entering not tested reasons for ACT and WorkKeys is today, May 15.** You will enter this information in PearsonAccessNext under the student's "create/edit student" window using State Use Question #5 for ACT and #1 for WorkKeys.

How to change the test session end date in the Aspire portal

Test Supervisors (this includes organization Administrators and any organization members to whom the test supervisor role has been assigned) can edit the information for active test sessions by following the steps below:

1. Hover over a test type on the dashboard menu ribbon and select "Find My Test Sessions" from the dropdown menu
2. Locate a test session using the Find My Test Sessions screen's filtering options (users can filter by mode, subject, grade, and session status)
3. Click the name of the test session you wish to edit
4. On the Test Session Details screen, select the Edit option at the upper left of the screen
5. The Edit Test Details screen allows authorized users to update the Testing Dates (within the test administration), Testing Details (see the Quick Guide window to the right of the screen for detailed information), and Proctor Caching Details. (Note that changing Proctor Cache settings for sessions In Progress will not affect students who have already signed in to TestNav and begun testing.)
6. Select "Done" to save all changes

Test Session Details

[Print](#) [Comments](#) [Edit](#) [Copy](#) [Refresh](#)

Early High School English - Session 2
Early High School English Mode: Online
ERICKSON HIGH
May 11, 2017 - May 25, 2017 8:00 AM - 4:00 PM
Created : May 11, 2017 12:46:29 PM

DASHBOARD / TEST SESSIONS - SUMMATIVE / DETAILS / EDIT TEST

Edit Test Details

1 Test Selection

Test* Early High School English (Online)

2 Testing Schedule

Start Date* 05/11/2017

End Date* 05/26/2017

Daily Test Window

☐ 24-hour testing

Start Time* 08:00 AM

End Time* 04:00 PM

Times displayed in Central Standard Time (UTC)

Daily Test Schedule

☒ M

☒ T

☒ W

☒ T

☒ F

☐ S

☐ S

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Enable Daylight Savings

Before you request a reinstatement...

- Does one of these situations apply?
 - bathroom break
 - technology problems where student is kicked out
 - power outage
 - student illness
- **If one of the situations listed above applies, do not force close or request reinstatement.** Rather, first try to have the student logout of TestNav. Exiting TestNav this way allows the student to resume testing when he or she returns and pick up where they left off. If problems remain, call the Aspire help desk.
- The list above is not inclusive of all situations that apply. See [instructions for exiting and resuming a test](#) for details or call Aspire help desk or OSA with questions.

What does “reinstatement” mean?

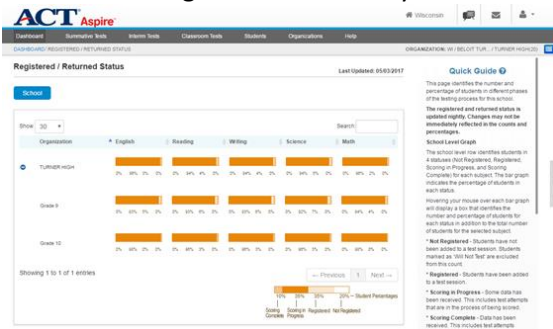
- Purges the student's work.
- Does not "unlock" the test to allow student to continue where they left off.
- Requires DPI approval.
- Should only be requested in rare situations such as:
 - Student is in a test session that has just started and needs accommodations added to the personal needs profile (PNP).
 - Technology problems before student was able to begin the test.
 - Student is in a test session that has started and needs to be removed so the school can add the Will Not Test reason on the accountability tab.
 - Student has transferred, but is still in active test sessions at their former school and has not tested.
- If approved, allows student to have another test attempt for the subject.
- Only the new test attempt will display in the Individual Student Record.

Monitoring Aspire test completion

The Monitoring Dashboard in the Aspire portal is not updating regularly. In order to accurately monitor test completion, use the Registered/Returned Status Report. Registered/Returned allows you to see which students have not completed testing. The report updates daily overnight and you are able to view this on a student level. Screenshots are below and in the [Portal User Guide](#), page 84. If you have trouble with this report, please notify Aspire Customer Service at 888-802-7502.

To access Registered/Returned Status:

1. Check the upper right corner to make sure you are within a school organization in the portal (not a district.)
2. Hover over the Summative Tests Tab on the gray bar,
3. Select last option Registered/Returned Status
4. If you are pinned to your school level organization in the portal, you are able to click on the grade and access the list of students.
5. From the school level an extract is available. In order to access the extract click on the + symbol and then click on the grade from which you wish to access the extract.



Entering Will Not Test reasons for students in Aspire portal (deadline May 30)

Steps if a student is not in a test session

1. Hover over the Students tab, and select Find Students
2. Locate the appropriate student by using the search fields
3. From the same Student's Profile, click on the Testing Accountability tab
4. Select the Subject(s) the student is not testing in and Select the appropriate Will Not Test Reason

Steps if a student is in a test session(s) that has not started

1. Hover over the Students tab, and select Find Students
2. Locate the appropriate student by using the search fields
3. Scroll down on the Student's Profile from the Test Info tab, check the box next to Test Sessions the student needs removed from
4. Click on the Action button and select Remove From Test Session

Now that the student is removed from the test session complete the following steps

1. From the same Student's Profile, click on the Testing Accountability tab
2. Select the Subject(s) the student is not testing in and Select the appropriate Will Not Test Reason

Steps if a student is in a test session(s) that has been started

1. Hover over the Students tab, and select Find Students
2. Locate the appropriate student by using the search fields
3. Scroll down on the Student's Profile from the Test Info tab, check the box next to Test Sessions the student needs removed from
4. Click on the Action button and select Force Close Student, then click on blue Submit Request button to finalize this request
5. Once student is force closed in the subject(s) they will not test in, remain on the Student's Profile, select the same subject(s) and click on the Action button and select Request Reinstatement. Make sure to provide appropriate comment and finalize request with clicking on Submit Request

This reinstatement request will have to be approved by DPI, once approved, go back to the appropriate Student's Profile and complete the following steps.

1. From the same Student's Profile, click on the Testing Accountability tab
2. Select the Subject(s) the student is not testing in and Select the appropriate Will Not Test Reason

WorkKeys Score Report Distribution Information

Printed ACT WorkKeys reports ([Memo to Examinee](#) and [Summary for Examinee](#)) will be sent to the attention of school test coordinators from ACT in mid-June. These reports include statements about setting up a myworkkeys.com account. However, students who earn NCRCs do not have to create myworkkeys.com accounts. Students' myworkkeys.com accounts are automatically created if the student earns a [National Career Readiness Certificate \(NCRC\)](#). By late July, DPI will distribute students' myworkkeys.com log-in and password information and NCRCs to districts via SAFE. Districts and schools distribute logins/passwords so students can log into myworkkeys.com. Districts/schools print the NCRCs from SAFE distribute to students.

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email. The actwisconsin listserv used in previous years has been retired.

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